

Revised
JOB ANNOUNCEMENT

POSITION TITLE: Deputy Court Clerk
LOCATION: Fourth District Juvenile Court
HIRING RANGE: 29 - 34/ \$11.05 to \$12.65
TYPE OF POSITION: Full-time, with benefits
CLOSING DATE: **March 24, 2008 at 5:00 p.m.**
*may use applications to fill future positions

APPLICATIONS SHOULD BE DIRECTED TO:

Becky Gray
4th District Juvenile Court
2021 S. State Street
Provo, UT 84606
801-354-7215 (phone)
801-354-7210 (fax)

DUTIES:

Under close supervision, performs legal work in preparation and processing of court cases, records and reports. Typical duties include, but are not limited to, the following:

- Preparing and issuing orders, case dispositions, and maintaining records
- Establishing and maintaining court dockets, calendaring court dates and confirming court arraignments
- Maintaining jury rolls and performing other related jury duties
- Performing in-court duties such as taking minutes, running recorder, etc.
- Typing judges' correspondence, decisions, and similar documents
- Receiving payments for fines and fees and updating case records
- Performing follow-up work subsequent to court sessions

MINIMUM QUALIFICATIONS:

Graduation from high school or GED **plus** three years of: 1) higher education, or 2) clerical experience, or 3) customer service experience in an office setting, or 4) any combination of the above. Knowledge of office procedures, basic bookkeeping, grammar and spelling, keyboarding at 40 wpm and word processing skills are also required.

APPLICATION PROCEDURE: Applications may be obtained from the Dept. of Workforce Services, the Administrative Office of the Courts, 450 S State, SLC, (801) 578-3890, or online at www.utcourts.gov. Applicants must submit verification of typing speed from www.typingtest.com or website of your choice.

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.